

U.S. Department of Labor

West

Office of Job Corps
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March 30, 2007

REGIONAL BULLETIN - JOB CORPS NO. 07-16

**TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION CENTER
DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II CENTER OPERATORS
ALL REGION II OA & CTS PROJECT DIRECTORS
ALL REGION II OA& CTS OPERATORS**

**SUBJECT: Designation of POC for Student and Staff Records containing
Personally Identifiable Information**

1. Purpose: To advise all center directors, center operators, OA&CTS project directors and OA&CTS operators of the name of the staff member in the Philadelphia Regional Office who is the designated recipient of the names of your staff and student "Records Administrators".

2. Background: The Job Corps National Office recently issued JCPI 06-23, which requires centers and OA/CTS offices to designate staff members who will have the responsibility to insure the security of student and staff records containing PII. The JCPI instructs centers and OA/CTS to advise the Regional Office of the names of the responsible individuals.

3. Action: Center and OA & CTS offices should send the names of their designated staff to Ms. Barbara Lacy @ lacy.barbara@dol.gov. Please update the names of the designees, should there be changes in their assignment.

Lynn Intrepidi

Regional Director
Office of Job Corps